

# Permanency Exploration and Child Recruitment

The Permanency Exploration and Child Recruitment page is used to document permanency exploration and child recruitment efforts and events for the child.

1. The Permanency Exploration and Child Recruitment page is accessed via the Create Case Work page. From the 'Cases' tab, click the 'Create case work' button at the top right side of the page or select the 'Create Case Work' option from the Actions dropdown next to the case that you wish to create the page for. On the Create Case Work page, click on the dropdown for the 'Permanency Consult' category and select 'Permanency Exploration and Child Recruitment.' Select the case and case participant that you wish to create the page for, and then click on the 'Create' button.

Create Case Work - Internet Explorer

eWiSACWIS  
WAS9 Screenshot

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
  - Legal Permanency Status
  - Permanency Consultation
  - Permanency Exploration and Child Recruitment
- Placement/Services
- Planning
- Safety
- Safety Services
- Strengths and Needs
- Youth Justice

Cases

- American, Annie M. (9221587)
- Amsterdam, Annie (9221941)
- Anderson, Amy (20243)
- Anderson, Anita (9221748)
- Andrews, Parent (9221217)
- Apple, Child (9222765)
- Apple, Eve (20279)
- APPLE, JOSH (9221432)
- Apple, Mom (9221279)
- Apple, Red (9222013)
- Applebee, Anna (9221939)
- Appelwood, Mother (9224116)
- Appleton, Claire (9220002)
- Appleton, Claire (9222806)
- Appleton, Mother (9224016)
- Appeltune, Andrea (9221875)
- ASFA, AAA (9222438)

Case Participants

- American, Annie M., Reference Person (9223760)
- American, Boy, Biological Child (9229114)
- American, Jack, Present Spouse (9223669)
- Andrews, Fannie, Biological Child (9224036)
- Minnesota, Aunt, Aunt (9229593)

Create Close

2. The Permanency Exploration and Child Recruitment page contains a 'Basic Information' group box at the top of the page, along with five separate tabs: General, Child-Centered Exploration, Family Find and Engagement, Recruitment, and Adoption Matching.

Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
WASS Screentool

Print Help

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**Basic Information**

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

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**General** Child-Centered Exploration Family Find and Engagement Recruitment Adoption Matching

**Child Information**

Parent 1: [Annie M. American \(9223760\)](#) Parent 2: [Jack American \(9223669\)](#) Guardian(s):  
 Legal Custodian(s): Indian Custodian(s):  
 Indian Tribe: Tribal Status: Tribal Status:

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**Sibling Information**

List all siblings of the child, including both birth and adopted siblings. Include adult siblings of the child and siblings who do not live with the child. Updated On: By:

Names	DOB	Age	Gender	Relationship	Location	Details
No records found.						

Add/Edit

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**Placement Information**

Most Recent Removal Date: 11/02/2006 Removal Reasons: Neglect Length of Episode: 152.76 months

Current Placement

Begin Date	Service Type	Provider	Level of Care	County
06/06/2016	Foster Home (Level 2+)	<a href="#">Provider, Female (9221778)</a>	Unlicensed	Milwaukee

Placements for Episode

Options:  Go

Save Close

3. The 'Basic Information' group box displays general information about the child. This group box remains at the top of the page regardless of which tab you navigate to.

- **Child Name:** Hyperlink displaying the name and eWiSACWIS ID for the child that the page has been created for. Clicking on the hyperlink launches the child's Person Management page in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **DOB:** The child's date of birth. Prefills from the child's Person Management page, if documented.
- **Age:** The child's age. If the child's date of birth is documented on his/her Person Management page, the system calculates and displays the child's age. If there is no date of birth documented, the age field will be blank.
- **Gender:** The child's gender. Prefills from the child's Person Management page, if documented.
- **Race:** The child's race(s). Prefills from the child's Person Management page, if documented.
- **Ethnicity:** The child's ethnicity. Prefills from the child's Person Management page, if documented.
- **Eligibility for Tribal Membership checkbox:** The system will automatically check this checkbox if the child's Indian Tribe status is either 'Member' or 'Eligible for membership, not a member' on the child's Person Management page. Otherwise, the checkbox will be unchecked.
- **Legal Permanency Status:** Hyperlink displaying the most recently entered Legal Permanency Status for the child that is not marked as 'Made in Error.' Clicking on the hyperlink launches the Legal Permanency Status page in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Level of Need:** Hyperlink displaying the child's Level of Need from the most recently approved CANS that is not marked as 'Made in Error.' Clicking on the hyperlink launches the CANS in view-only mode.
- **Effective Date:** The effective date of the most recently approved CANS.

4. The first tab on the Permanency Exploration and Child Recruitment page is the 'General' tab. This tab contains additional information about the child, including information about the child's parents/guardians/custodians tribal membership, siblings, placements, and permanency status.

The first group box on the 'General' tab is the 'Child Information' group box, which contains the following fields:

Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
WASS Screenname

Print Help

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**Basic Information**

Child Name:	<a href="#">Annie M. Andrews (9222721)</a>	DOB:	10/09/2005	Age:	13 Years 9 months
Gender:	Female	Race:	White	Ethnicity:	Caucasian
Eligibility for Tribal Membership:	<input type="checkbox"/>	Legal Permanency Status:		Level of Need:	
				Effective Date:	

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**General**      Child-Centered Exploration      Family Find and Engagement      Recruitment      Adoption Matching

**Child Information**

Parent 1:	<a href="#">Annie M. American (9223760)</a>	Parent 2:	<a href="#">Jack American (9223669)</a>	Guardian(s):	
Legal Custodian(s):		Indian Custodian(s):			
Indian Tribe:		Tribal Status:		Indian Tribe:	
				Tribal Status:	

- **Parent 1:** Hyperlink displaying the name and eWiSACWIS ID of the person documented as the child's Mother on the 'Parent Info' tab of the child's Person Management page. Clicking on the hyperlink launches the Person Management page for Parent 1 in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Parent 2:** Hyperlink displaying the name and eWiSACWIS ID of the person documented as the child's Father on the 'Parent Info' tab of the child's Person Management page. Clicking on the hyperlink launches the Person Management page for Parent 2 in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Guardian(s):** Hyperlink(s) displaying the name(s) of the person(s) documented as the child's Guardian(s) on the 'Parent Info' tab of the child's Person Management page. Clicking on the hyperlink launches the Person Management page for the guardian in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Legal Custodian(s):** Hyperlink(s) displaying the name(s) of the person(s) documented as the child's Legal Custodian(s) on the 'Parent Info' tab of the child's Person Management page. Clicking on the hyperlink launches the Person Management page for the legal custodian in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Indian Custodian(s):** Hyperlink(s) displaying the name(s) of the person(s) documented as the child's Indian Custodian(s) on the 'Parent Info' tab of the child's Person Management page. Clicking on the hyperlink launches the Person Management page for the Indian custodian in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security).
- **Indian Tribe:** The name of the Indian Tribe. Prefills from the Indian Tribe field on the 'Basic' tab of the child's Person Management page.
- **Tribal Status:** The Indian Tribe status of the child. Prefills from the Status field on the 'Basic' tab of the child's Person Management page.
- **Indian Tribe:** The name of the Indian Tribe. Prefills from the Indian Tribe 2 field on the 'Basic' tab of the child's Person Management page.
- **Tribal Status:** The Indian Tribe status of the child. Prefills from the Status 2 field on the 'Basic' tab of the child's Person Management page.

The second group box on the 'General' tab is the 'Sibling Information' group box. All siblings of the child, including both birth and adopted siblings, as well as adult siblings and siblings that do not live with the child, should be recorded here. To add a new sibling to the list, click on the 'Add/Edit' button to open the Sibling Search page. Search for the sibling by entering information in the 'Search Criteria' group box and click on the 'Search' button.

Permanency Exploration and Child Recruitment - Internet Explorer

**eWISACWIS**  
WAS9 Screenshot

Print Help

**Basic Information**

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

**General** Child-Centered Exploration Family Find and Engagement Recruitment Adoption Matching

**Child Information**

Parent 1: [Annie M. American \(9223760\)](#) Parent 2: [Jack American \(9223669\)](#) Guardian(s):  
 Legal Custodian(s): Indian Custodian(s):  
 Indian Tribe: Tribal Status: Indian Tribe: Tribal Status:

**Sibling Information**

List all siblings of the child, including both birth and adopted siblings. Include adult siblings of the child and siblings who do not live with the child. Updated On: By:

Names	DOB	Age	Gender	Relationship	Location Details
No records found.					

Add/Edit

- If no match is found, the system will display the following message: “No matching data found for the criteria specified.” To create a record for the sibling, click on the ‘Create’ button to open the Sibling page. The only required fields on this page are the first name and last name of the sibling; however, it is beneficial to put in as much information as is known about the individual. Click on the ‘Continue’ button to save the page and return to the Sibling Search page. The sibling’s name will now appear in the ‘Siblings’ group box.
- Any potential matches will be listed in the ‘Persons Returned’ group box. If the sibling is one of the individuals listed in the search results, click on the ‘Select’ hyperlink next to the person’s name. If the sibling is not one of the individuals listed in the search results, click on the ‘Create’ button to open the Sibling page. The only required fields on this page are the first name and last name of the sibling; however, it is beneficial to put in as much information as is known about the individual. Click on the ‘Continue’ button to save the page and return to the Sibling Search page. The sibling’s name will now appear in the ‘Siblings’ group box.
- When all siblings have been entered, click on the ‘Add Participant(s)’ button. Then click on the ‘Continue’ button to return to the Permanency Exploration and Child Recruitment page.
- The table in the ‘Sibling Information’ group box will now be populated with the name, date of birth (if entered), age (system-calculated if DOB is entered), and gender (if entered) of the sibling(s). Select the value from the ‘Relationship’ dropdown that describes the relationship of the sibling to the child. In the ‘Location’ field, enter information about where the sibling currently lives.

Permanency Exploration and Child Recruitment - Internet Explorer

**eWISACWIS**  
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Print Help

**Basic Information**

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

**General** Child-Centered Exploration Family Find and Engagement Recruitment Adoption Matching

**Sibling Information**

List all siblings of the child, including both birth and adopted siblings. Include adult siblings of the child and siblings who do not live with the child. Updated On: By:

Names	DOB	Age	Gender	Relationship	Location Details
American, Alexis	06/06/2000	19		Biological - Full Sibling Biological - Maternal Half Sibling Biological - Paternal Half Sibling Biological - Unknown Biological - Paternal Step Sibling Adoptive - Full Sibling Adoptive - Maternal Half Sibling Adoptive - Paternal Half Sibling Adoptive - Maternal Step Sibling Adoptive - Paternal Step Sibling	Enter where the sibling currently lives <a href="#">Delete</a>
<a href="#">Appleton, Nelly</a>	05/01/2012	7	Female		Enter where the sibling currently lives <a href="#">Delete</a>

Add/Edit

- Click on the ‘Delete’ hyperlink to delete the associated row from the ‘Sibling Information’ group box.
- Upon save of the page, the ‘Updated On’ field will prefill with the most recent date the sibling information was updated. The ‘By’ field will prefill with the name of the worker who most recently updated the sibling information.

The third group box on the 'General' tab is the 'Placement Information' group box, which contains the following fields:

Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
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**Basic Information**

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

**General** Child-Centered Exploration Family Find and Engagement Recruitment Adoption Matching

**Placement Information**

Most Recent Removal Date: 11/02/2006 Removal Reasons: Neglect Length of Episode: 152.76 months

Current Placement

Begin Date	Service Type	Provider	Level of Care	County
06/06/2016	Foster Home (Level 2+)	<a href="#">Provider, Female (9221778)</a>	Unlicensed	Milwaukee

Placements for Episode

Begin Date	End Date	Service Type	Provider	Level of Care	County	Removal/Discharge
06/06/2016		Foster Home (Level 2+)	<a href="#">Provider, Female (9221778)</a>	Unlicensed	Milwaukee	
11/02/2006	06/14/2007	Foster Home-Gen License 0-4 years old	<a href="#">Davis, Laura (9221439)</a>	Unlicensed	Green	Removal

Placement History

Begin Date	End Date	Service Type	Provider	Level of Care	County	Removal/Discharge
No records found.						

- **Most Recent Removal Date:** The most recent removal date for the current open placement. Prefills from the removal date documented on the Out of Home Placement page.
- **Removal Reason(s):** The reason(s) that contributed to the child's removal from the home. Prefills from the removal reasons pop-up page on the Out of Home Placement page.
- **Length of Episode:** The length of the placement episode. Calculated by the system as the length of time between the removal date and the current system date.
- **Current Placement**
  - Begin Date:** The begin date of the current open placement. Prefills from the begin date documented on the Out of Home Placement page.
  - Service Type:** The service type associated with the current open placement. Prefills from the service type documented on the Out of Home Placement page.
  - Provider:** Hyperlink that displays the name of the provider associated with the current open placement. Prefills from the provider documented on the Out of Home Placement page. Clicking on the hyperlink launches either the Home Provider or Private Provider page in view-only mode (if the worker has the appropriate security).
  - Level of Care:** The licensed level of care for the provider. Prefills from the provider's most recent license. Values are: Out of State, Unlicensed, Group Home, RCC, N/A, 1, 2, 3, 4, or 5.
  - County:** The county of the current open placement. Prefills from the county documented on the Out of Home Placement page.
- **Placements for Episode:** When expanded, this section displays all fully approved placements associated with the current removal episode. Placements are sorted by the begin date. Placements marked as 'Made in Error' are not displayed.
  - In addition to the fields listed under the Current Placement, the table in this section also displays the end date for each placement and a Removal/Discharge indicator.
- **Placement History:** When expanded, this section displays historical placement information for the child. Placements are grouped by episode and are sorted by the begin date. Placements for the current episode are not displayed, nor are placements marked as 'Made in Error.' When the child's current episode is the only one, the system will display the following message: "No records found."
  - In addition to the fields listed under the Current Placement, the table in this section also displays the end date for each placement and a Removal/Discharge indicator.

The fourth group box on the ‘General’ tab is the ‘Permanency Status’ group box, which contains the following fields:

- **Updated On:** The most recent date the user-entered information in the Permanency Status group box was updated.
- **By:** The name of the worker who most recently updated the user-entered information in the Permanency Status group box was updated.
- **Permanency Consultant:** The name of the Permanency Consultant who has an open assignment to the case associated with the current open placement for the child. If more than one Permanency Consultant is assigned, the consultant that was most recently assigned will be displayed. If available, the phone number and email address of the Permanency Consultant will also be displayed.
- **Most Recent Permanency Plan Review/Hearing:** Hyperlink displaying the date of the most recently approved Permanency Plan Review/Hearing from the case associated with the current open placement for the child. Clicking on the hyperlink launches the associated Permanency Review or Hearing Results page in view-only mode.
- **Plan Date:** Hyperlink displaying the date of the most recently approved Permanency Plan. Clicking on the hyperlink launches the associated Case/Permanency Plan page in view-only mode.
- **Permanence Goal:** The permanence goal from the most recently approved Permanency Plan.
- **Concurrent Goal:** The concurrent goal from the most recently approved Permanency Plan.
- **Proposed Permanence Goal:** The proposed permanence goal from the most recently approved Permanency Plan.
- **Proposed Concurrent Goal:** The proposed concurrent goal from the most recently approved Permanency Plan.
- **Child’s Legal Status:** The legal status of the child. Required field. Defaults to blank. The values are: blank, Legal Risk, or Legally Free.
- **Mother/Parent 1 TPR Status:** The TPR status of Mother/Parent 1. Required when ‘Legal Risk’ is selected from the ‘Child’s Legal Status’ dropdown. Defaults to blank. Values are:
  - i. Deceased – The value defaults to ‘Deceased’ and is disabled when a date of death has been documented on the Person Management page for Mother/Parent 1.
  - ii. TPR Not Yet Filed
  - iii. TPR Filed
  - iv. Voluntarily TPR’d
  - v. Involuntarily TPR’d
  - vi. TPR under appeal
- **Father/Parent 2 TPR Status:** The TPR status of Father/Parent 2. Required when ‘Legal Risk’ is selected from the ‘Child’s Legal Status’ dropdown. Defaults to blank. Values are:
  - i. Deceased – The value defaults to ‘Deceased’ and is disabled when a date of death has been documented on the Person Management page for Father/Parent 2.
  - ii. TPR Not Yet Filed
  - iii. TPR Filed
  - iv. Voluntarily TPR’d
  - v. Involuntarily TPR’d
  - vi. TPR under appeal

- **Does the child have an identified adoptive resource?** Not required. Defaults to blank. Values are:
  - Yes, child is currently placed with an adoptive resource
  - Yes, child is transitioning to an identified adoptive resource
  - No, adoptive resources are being recruited
  - No, not currently pursuing an adoption

The fifth group box on the 'General' tab is the 'Agency Information' group box, which contains the following fields:

- **County of Jurisdiction:** Prefilled from the 'County' field of the case associated with the child's open placement.
- **Site/Region:** Prefilled from the 'Site/Region' field of the case associated with the child's open placement.
- **Worker:** The name of the Primary worker for the case associated with the child's open placement. The phone number and email address for the worker will also display, if available.
- **Supervisor:** The name of the supervisor of the Primary worker for the case associated with the child's open placement. The phone number and email address for the supervisor will also display, if available.

- The second tab on the Permanency Exploration and Child Recruitment page is the 'Child-Centered Exploration' tab. This tab allows workers to document the results of a variety of Child-Centered Exploration activities and tools, including Three Houses, Eco Map, Permanency Pact, Genogram, Data Mining, Geographic Placement Resource System (GPRS), and Permanency Round Table.

The Three Houses, Eco Map, Permanency Pact, Genogram, Data Mining, and Geographic Placement Resource System (GPRS) group boxes on the 'Child-Centered Exploration' tab all have the same functionality and the following fields:

- **Date Completed:** Defaults to blank when a new row is inserted. Clicking on the hyperlink launches the associated Imaging page in edit mode (if the Permanency Exploration and Child Recruitment page



is opened in edit mode and the worker has the appropriate security). The date prefills from the ‘Date of Document’ field on the Imaging page.

- **Imaging Search hyperlink:** The ‘Imaging Search’ hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink launches the Imaging Search page with the ‘Category’ defaulted to ‘Permanency Consultation’ and the ‘Type’ defaulted to the activity/tool for the associated group box (e.g. Three Houses).
- **Narrative:** Narrative field to record comments related to the activity/tool. This field has a 10,000 character limit.
- **Delete hyperlink:** The ‘Delete’ hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink deletes the associated row.
- **Insert button:** Clicking on the ‘Insert’ button inserts a new row in the associated group box.

6. The **Genogram** group box also includes information from the [Genogram](#) page including a hyperlink to the page, the history of saved diagrams, and the narratives associated with those Genogram diagrams.

The screenshot shows the 'Genogram' group box. At the top, there's a header 'Genogram' with a sub-header 'Genogram'. Below this is a table with two columns: 'Date Completed' and 'Genogram Narrative'. Below the table is a section for 'Auto Image Date Completed' and 'Auto Image Genogram Narrative'. This section contains a list of dates (10/29/2019, 10/29/2019, 10/29/2019, 10/24/2019) and corresponding narrative input fields. An 'Insert' button is visible on the right side of the interface.

The ‘Permanency Roundtable’ group box on the ‘Child-Centered Exploration’ tab has the following fields:

The screenshot shows the 'Permanency Roundtable' group box. It features a table with the following columns: 'PC Date', 'PC Type', 'Legal Permanency Status', 'Worker', 'Permanency Consultant', and 'Case ID'. Below the table, there is a message that says 'No records found.'

- **PC Date:** Prefilled from the Permanency Consultation for the child. The most recent date will be listed at the top.
- **PC Type:** Prefilled from the ‘Permanency Type’ field from the Permanency Consultation for the child.
- **Legal Permanency Status:** Prefilled from the ‘Legal Permanency Status’ field from the Permanency Consultation for the child.
- **Worker:** The name of the worker from the ‘Worker Name’ field from the Permanency Consultation for the child.
- **Permanency Consultant:** The name of the Permanency Consultant from the ‘Permanency Consultant’ field from the Permanency Consultation for the child.
- **Case ID:** The case ID for the case associated with the Permanency Consultation for the child.
- **Edit/View hyperlink:** The ‘Edit’ hyperlink will display if the associated Permanency Consultation has not been finalized. Otherwise, the ‘View’ hyperlink will display. Clicking on the hyperlink launches the associated Permanency Consultation page for the child.

7. The third tab on the Permanency Exploration and Child Recruitment page is the ‘Family Find and Engagement’ tab. This tab allows workers to document the results of a variety of Family Find and Engagement activities and tools, including Connectedness Map, Mobility Map, Tree of Life, Relative/Non-Relative Search, and Family Engagement Meetings.

The Connectedness Map, Mobility Map, and Tree of Life group boxes on the ‘Family Find and Engagement’ tab all have the same functionality and the following fields:



Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
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Print Help

**Basic Information**

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

General Child-Centered Exploration **Family Find and Engagement** Recruitment Adoption Matching

**Connectedness Map**

If a Connectedness Map was completed, scan in a copy of the activity. Indicate who participated in the activity and document any important information learned in the narrative box.

Date Completed	Connectedness Map Narrative
<a href="#">Imaging Search</a>	<div>Enter comments related to Connectedness Map</div> <div>Delete</div>

Insert

**Mobility Map**

If a Mobility Map was completed, scan in a copy of the activity. Indicate who participated in the activity and document any important information learned in the narrative box.

Date Completed	Mobility Map Narrative
<a href="#">Imaging Search</a>	<div>Enter comments related to Mobility Map</div> <div>Delete</div>

Insert

- **Date Completed:** Defaults to blank when a new row is inserted. Clicking on the hyperlink launches the associated Imaging page in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security). The date prefills from the 'Date of Document' field on the Imaging page.
- **Imaging Search hyperlink:** The 'Imaging Search' hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink launches the Imaging Search page with the 'Category' defaulted to 'Permanency Consultation' and the 'Type' defaulted to the activity/tool for the associated group box (e.g. Connectedness Map).
- **Narrative:** Narrative field to record comments related to the activity/tool. This field has a 10,000 character limit.
- **Delete hyperlink:** The 'Delete' hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink deletes the associated row.
- **Insert button:** Clicking on the 'Insert' button inserts a new row in the associated group box.

The 'Relative/Non-Relative Search' group box contains the following fields:

**Relative/Non-Relative Search**

Seneca Search Completed: [Imaging Search](#) Updated on: By:

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Case ID

- **Seneca Search Completed:** Defaults to blank. Clicking on the hyperlink launches the associated Imaging page in edit mode (if the Permanency Exploration and Child Recruitment page is opened in edit mode and the worker has the appropriate security). The date prefills from the 'Date of Document' field on the Imaging page.
- **Imaging Search hyperlink:** Clicking on the hyperlink launches the Imaging Search page with the 'Category' defaulted to 'Permanency Consultation' and the 'Type' defaulted to 'Seneca Search.'
- **Updated On:** The most recent date the Relative/Non-Relative Search page was updated.
- **By:** The name of the worker who most recently updated the Relative/Non-Relative Search page.
- **Relative/Non-Relative Contact Information:** The name, relationship of the person to the child, address, and phone number of the relative/non-relative. Prefills from the Relative Search Summary page.

- **Most Recent Notification Sent:** Prefilled from the date in the ‘Notification of Placement Sent’ field on the Relative/Non-Relative Search page.
- **Placement Considered:** Prefilled from the ‘Placement Considered’ field on the Relative/Non-Relative Search page.
- **Description of why placement was not available, appropriate or safe:** Prefilled from the Relative/Non-Relative Search page.
- **Wants to be considered as a permanent resource?:** Prefilled from the Relative/Non-Relative Search page.
- **Case ID:** The case ID associated with the Relative/Non-Relative Search record.
- **Edit/View hyperlink:** The ‘Edit’ hyperlink will display if the Relative Search Summary page is accessed in edit mode. Otherwise, the ‘View’ hyperlink will display. Clicking on the hyperlink launches the associated Relative/Non-Relative Search record for the child.

The ‘Family Engagement Meetings’ group box contains the following fields:

**Family Engagement Meetings**

If a Family Engagement meeting was held, document information specific to the type of meeting, the participants involved, and an overview of the information covered during the meeting.

Meeting Date	Meeting Type	Attendees	Outcome(s)

[Insert](#)

- **Meeting Date:** A user-entered date field to document the date of the meeting.
  - **Meeting Type:** A dropdown field to document the type of meeting that occurred. The values in the dropdown are: Permanency Team Meeting, Blended Perspective Meeting, Decision Making Meeting, and Evaluation Meeting.
  - **Attendees:** A narrative field to document the attendees at the meeting. This field has a 100 character limit.
  - **Outcome(s):** A narrative field to document the outcome(s) of the meeting. This field has a 10,000 character limit.
  - **Delete hyperlink:** The ‘Delete’ hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink deletes the associated row.
  - **Insert button:** Clicking on the ‘Insert’ button inserts a new row in the associated group box.
8. The fourth tab on the Permanency Exploration and Child Recruitment page is the ‘Recruitment’ tab. This tab allows workers to document the results of foster home and adoption recruitment activities for the child. The tab has the following group boxes: Photolisting/Video Recruitment, Placement Considerations, Child Specific Information, Diagnoses/Medications/Services Provided, and Characteristics for Placement Consideration.

At the top of the tab, there are three radio buttons to indicate the type(s) of recruitment activities being documented on the page:

Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
WAS9 Screenshot

Print Help

### Basic Information

Child Name: <a href="#">Annie M. Andrews (9222721)</a>	DOB: 10/09/2005	Age: 13 Years 9 months
Gender: Female	Race: White	Ethnicity: Caucasian
Eligibility for Tribal Membership: <input type="checkbox"/>	Legal Permanency Status:	Level of Need: Effective Date:

General Child-Centered Exploration Family Find and Engagement **Recruitment** Adoption Matching

☒ Foster Home Placement Recruitment ☐ Adoption Recruitment ☐ All Recruitments

### Placement Considerations

☐ Sibling Placement Needed ☐ Short-Term Placement Only ☐ Anticipated Long-Term Placement Date Placement Needed: 00/00/0000

Number of siblings to be placed together:  Names and Ages - Sibling(s) (First Names Only):

### Child Specific Information

Strengths (What does the child do well?):

Interests/Hobbies:

Likes/Dislikes:

Family Interaction frequency and location:

Options:

- **Foster Home Placement Recruitment:** Upon initial creation of the Permanency Exploration and Child Recruitment page, this radio button is selected by default. This radio button should be selected to document the results of foster home recruitment activities. Selecting either the ‘Adoption Recruitment’ or ‘All Recruitment’ radio button will deselect this option.
  - i. When selected, the following group boxes will display on the page: Placement Considerations, Child Specific Information, Diagnoses/Medications/Services Provided, and Characteristics for Placement Consideration. The Photolisting/Video Recruitment group box will not be displayed.
- **Adoption Recruitment:** This radio button should be selected to document the results of adoption recruitment activities. Selecting either the ‘Foster Home Placement Recruitment’ or ‘All Recruitment’ radio button will deselect this option.
  - i. When selected, the following group boxes will display on the page: Photolisting/Video Recruitment, Child Specific Information, Diagnoses/Medications/Services Provided, and Characteristics for Placement Consideration. The Placement Considerations group box will not be displayed.
- **All Recruitment:** This radio button should be selected to document the result of both foster home and adoption recruitment activities. Selecting either the ‘Foster Home Placement Recruitment’ or ‘Adoption Recruitment’ radio button will deselect this option.
  - i. When selected, all group boxes will display on the page.

The ‘Placement Considerations’ group box only displays if the radio button for ‘Foster Home Placement Recruitment’ or ‘All Recruitment’ is selected. The group box contains the following fields:

Basic Information

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

General Child-Centered Exploration Family Find and Engagement **Recruitment** Adoption Matching

☒ Foster Home Placement Recruitment ☐ Adoption Recruitment ☐ All Recruitments

Placement Considerations

☐ Sibling Placement Needed ☐ Short-Term Placement Only ☐ Anticipated Long-Term Placement Date Placement Needed: 00/00/0000

Number of siblings to be placed together:  Names and Ages - Sibling(s) (First Names Only):

- Three checkboxes to allow the worker to record information about the placement needed for the child: Sibling Placement Needed, Short-Term Placement Only, and/or Anticipated Long-Term Placement.
- **Date Placement Needed:** User-entered date field to indicate the date the placement is needed.
- **Number of siblings to be placed together:** User-selected dropdown to indicate the number of siblings that need to be placed together. This field is required if the ‘Sibling Placement Needed’ checkbox is checked.
- **Names and ages of sibling(s):** Narrative field to record the names and ages of the sibling(s) that need to be placed together. This field is required if any value greater than zero is selected from the ‘Number of siblings to be placed together’ dropdown. This field has a 250 character limit.

The ‘Photolisting/Video Recruitment’ group box only displays if the radio button for ‘Adoption Recruitment’ or ‘All Recruitment’ is selected. The group box contains the following fields:

Basic Information

Child Name: [Annie M. Andrews \(9222721\)](#) DOB: 10/09/2005 Age: 13 Years 9 months  
 Gender: Female Race: White Ethnicity: Caucasian  
 Eligibility for Tribal Membership: ☐ Legal Permanency Status: Level of Need: Effective Date:

General Child-Centered Exploration Family Find and Engagement **Recruitment** Adoption Matching

☐ Foster Home Placement Recruitment ☒ Adoption Recruitment ☐ All Recruitments

Photolisting/Video Recruitment

Is the child photolisted? ☒ Yes ☐ No Photolisting link:

Photolisting authorized by:  
☐ Court authorized ☐ Written consent given by the child's agency and parent/guardian ☐ Written consent by the child (age 14+)

Child Specific Recruitment Consent: [Imaging Search](#)

Does the child have a video recruitment? ☐ Yes ☒ No Date of video: 00/00/0000

- **Is the child photolisted?:** Yes/No radio buttons to indicate whether the child has been photolisted. The ‘No’ radio button is selected by default.
- **Photolisting link:** This field is displayed only when the ‘Yes’ radio button is selected for the ‘Is the child photolisted?’ question.
- **Add/Edit icon:** Clicking on this icon opens the ‘Add Resource’ page, which is used to add or edit the photolisting hyperlink. The icon is only displayed on the page when the ‘Yes’ radio button is selected for the ‘Is the child photolisted?’ question.

Add Resource

Note: Links must contain URL prefixes such as http:// or https://

Text:

Link:

Save Close

- **Delete icon:** Clicking on this icon deletes the photolisting hyperlink. The icon is only displayed on the page when a photolisting hyperlink has been added.
- **If ‘Yes’ is selected:**  
**Photolisting authorized by:** A series of checkboxes to allow the worker to record who authorized the photolisting of the child. When the ‘Yes’ radio button is selected for the ‘Is the child photolisted?’ question, one of the following checkboxes must be selected:
  - i. Court authorized
  - ii. Written consent given by the child’s agency and parent/guardian
  - iii. Written consent by the child (age 14+)
- **If ‘No’ is selected:**

**Reasons for deferral:** A series of checkboxes to allow the worker to record the reason(s) why the child is not photolisted. When the ‘No’ radio button is selected for the ‘Is the child photolisted?’ question, at least one of the following checkboxes must be selected:

- i. The child is in an adoptive placement
  - ii. Child’s foster parent or another individual is considering adoption
  - iii. Child is 14 years of age or older and does not consent to photolisting
  - iv. Child is under the guardianship of a tribal child welfare department
- **Child Specific Recruitment Consent:** This field is only displayed on the page when the ‘Legal Risk’ value has been selected in the ‘Child Legal Status’ field on the General tab of the Permanency Exploration and Child Recruitment page.
    - i. **Imaging Search hyperlink:** Clicking on the hyperlink launches the Imaging Search page with the ‘Category’ defaulted to ‘Legal Document’ and the ‘Type’ defaulted to ‘Child Specific Recruitment Consent.’
    - ii. **Date hyperlink:** Hyperlink that displays the ‘Date of Document’ from the image retrieved on the Imaging Search page.
    - iii. **Delete hyperlink:** Clicking on the ‘Delete’ hyperlink allows the associated image to be delinked from the page. The ‘Delete’ hyperlink only displays on the page when an image has been retrieved from the Imaging Search page.
  - **Does the child have a video recruitment?:** Yes/No radio buttons to indicate whether the child has a video recruitment. The ‘No’ radio button is selected by default.
  - **Date of video:** User-entered date field to indicate the date of the video recruitment.
  - **Video recruitment link:** This field is displayed only when the ‘Yes’ radio button is selected for the ‘Does the child have a video recruitment?’ question.
  - **Add/Edit icon:** Clicking on this icon opens the ‘Add Resource’ page, which is used to add or edit the video recruitment hyperlink. The icon is only displayed on the page when the ‘Yes’ radio button is selected for the ‘Does the child have a video recruitment?’ question.
  - **Delete icon:** Clicking on this icon deletes the video recruitment hyperlink. The icon is only displayed on the page when a video recruitment hyperlink has been added.

The ‘Child Specific Information’ group box contains a series of narrative fields to record further details about the child. Most of the fields are user-entered, but a few prefill information from the ‘Info for Out-of-Home Care Providers – Part A’ page, as noted below. In addition, some narrative fields do not display depending on which radio button is selected at the top of the page, as noted below.

Permanency Exploration and Child Recruitment - Internet Explorer

**eWiSACWIS**  
WAS9 Screenshot

Print Help

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**Basic Information**

Child Name: <a href="#">Annie M. Andrews (9222721)</a>	DOB: 10/09/2005	Age: 13 Years 9 months
Gender: Female	Race: White	Ethnicity: Caucasian
Eligibility for Tribal Membership: <input type="checkbox"/>	Legal Permanency Status:	Level of Need:
		Effective Date:

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☐ General
 ☐ Child-Centered Exploration
 ☐ Family Find and Engagement
 ☒ **Recruitment**
☐ Adoption Matching

☐ Foster Home Placement Recruitment
 ☒ Adoption Recruitment
 ☐ All Recruitments

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**Photolisting/Video Recruitment**

Is the child Photolisted? ☐ Yes ☒ No

Reasons for deferral:

☐ The child is in an adoptive placement
 ☐ Child's foster parent or another individual is considering adoption
 ☐ Child is 14 years of age or older and does not consent to photolisting
 ☐ Child is under the guardianship of a tribal child welfare department

Does the child have a video recruitment? ☐ Yes ☒ No

Date of video: 00/00/0000

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**Child Specific Information**

Strengths (What does the child do well?):

Interests/Hobbies:

Likes/Dislikes:

- **Strengths (What does the child do well?):** User-entered, not required, 10,000 character limit.
- **Interests/Hobbies:** User-entered, not required, 10,000 character limit.
- **Likes/Dislikes:** Prefills from the 'All About Me' tab of the 'Info for Out-of-Home Care Providers – Part A' page upon initial creation of the Permanency Exploration and Child Recruitment page. After initial prefill, the field remains editable for the worker to make any updates needed. This field is not required and has a 250,000 character limit.
- **Family interaction frequency and location:** This field is hidden when the 'Adoption Recruitment' radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.
- **Sibling relationships and frequency of sibling contact:** This field is hidden when the 'Adoption Recruitment' radio button is selected. User-entered, not required, 10,000 character limit.
- **Sibling relationships and expected frequency of sibling contact pre and post-adoption:** This field is hidden when the 'Foster Home Placement Recruitment' radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.
- **Important connections to maintain for the child:** This field is hidden when the 'Adoption Recruitment' radio button is selected at the top of the page. Prefills from the 'All About Me' tab of the 'Info for Out-of-Home Care Providers – Part A' page upon initial creation of the Permanency Exploration and Child Recruitment page. After initial prefill, the field remains editable for the worker to make any updates needed. This field is not required and has a 150,000 character limit.
- **Important connections the child would like to maintain pre and post-adoption:** This field is hidden when the 'Foster Home Placement Recruitment' radio button is selected at the top of the page. Prefills from the 'All About Me' tab of the 'Info for Out-of-Home Care Providers – Part A' page upon initial creation of the Permanency Exploration and Child Recruitment page. After initial prefill, the field remains editable for the worker to make any updates needed. This field is not required and has a 150,000 character limit.
- **Physical Health and Medical Strengths and Needs:** User-entered, not required, 10,000 character limit.
- **Behavioral Health Strengths and Needs:** User-entered, not required, 10,000 character limit.
- **Educational Strengths and Needs:** User-entered, not required, 10,000 character limit.
- **Family characteristics to meet child's needs:** This field is hidden when the 'Adoption Recruitment' radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.
- **Immediate needs of the child:** This field is hidden when the 'Adoption Recruitment' radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.

- **Child’s feelings about adoption:** This field is hidden when the ‘Foster Home Placement Recruitment’ radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.
- **Type of family child is looking for:** This field is hidden when the ‘Foster Home Placement Recruitment’ radio button is selected at the top of the page. User-entered, not required, 10,000 character limit.

The ‘Diagnoses/Medications/Services Provided’ group box is a combination of user-entered narrative fields to record the child’s diagnoses and services, along with a prefilled list of the child’s medications. The group box displays at all times and contains the following fields:

The screenshot shows the eWiSACWIS interface. At the top, there's a header with the application name and navigation links. Below that, a 'Basic Information' section displays details for a child named Annie M. Andrews, including DOB (10/09/2005), Age (13 Years 9 months), Gender (Female), Race (White), and Ethnicity (Caucasian). There are tabs for General, Child-Centered Exploration, Family Find and Engagement, Recruitment (selected), and Adoption Matching. Under the Recruitment tab, there are radio buttons for Foster Home Placement Recruitment, Adoption Recruitment (selected), and All Recruitments. The main section is titled 'Diagnoses/Medications/Services Provided' and contains a text area for Diagnoses, a text area for Types of Services Provided to Child, and a table for medications.

Name of Medication	Dosage/Frequency	Psychotropic	Reason Medication is Prescribed	Length Prescribed	Physician/Address	Modify
Medication	Dosage/Frequency	No	Reason Prescribed or Discontinued	Length of Time Prescribed	Thomas, River WI	
Medication	Dose/Frequency	No	Reason	Length of Time Prescribed	Thomas, River WI	
Medication	Dosage/Frequency	No	Reason...	Length of Time Prescribed	Thomas, River WI	

- **Diagnoses:** User-entered narrative field, not required, 10,000 character limit.
- **Types of Services Provided to Child:** User-entered narrative field, not required, 10,000 character limit.
- **Medication table:** Information in this table prefills from the Health Concern page attached to the ‘Medical/Mental Health’ tab of the child’s Person Management page. To add, delete, or change any information in the table, click on the ‘Modify’ hyperlink to go to the child’s Person Management page.
  - Name of Medication**
  - Dosage/Frequency**
  - Psychotropic**
  - Reason Medication is Prescribed**
  - Length Prescribed**
  - Physician/Address**

The ‘Characteristics for Placement Consideration’ group box contains a series of checkboxes that prefill from the child’s most recently approved Child and Adolescent Needs and Strengths (CANS) tool. All of the checkboxes remain editable for the worker so that the information can be modified as needed. Modifying the checkboxes will not update the child’s CANS. Each time the Permanency Exploration and Child Recruitment page is opened or refreshed in edit mode, eWiSACWIS will perform a check to determine if a new qualifying CANS exists for the child. If so, the system will display the following message:

*“Since the last time a recruitment was completed, there has been a change in the most recently approved Child Adolescent Needs and Strengths (CANS). Due to this change, information identified on the Characteristics for Placement Considerations under the Recruitment tab of this page may have updated. Please visit the Recruitment tab to review the characteristics identified and verify their accuracy.”*



eWiSACWIS will not uncheck any checkboxes that were previously selected, but additional checkboxes may be checked based on the new information from the CANS.

**Characteristics for Placement Consideration**

The information provided below is pre-filled from the child's most recent approved Child and Adolescent Needs and Strengths (CANS) tool. Please review the information below to verify accuracy. If the information pre-filled below is not accurate, it may be modified by checking or un-checking the item. Modifying the information below will not update the child's CANS.

<input checked="" type="checkbox"/> ADD/ADHD requiring medication <input type="checkbox"/> AIDS Infection or HIV Positive <input type="checkbox"/> ACDA <input type="checkbox"/> Adoption Only <input type="checkbox"/> At least one parent stays home <input type="checkbox"/> Attachment <input type="checkbox"/> Autism <input type="checkbox"/> Behavioral difficulties in school <input type="checkbox"/> Bilingual capacity <input checked="" type="checkbox"/> Chronic school issues <input type="checkbox"/> Cognitive delays <input type="checkbox"/> Communicable diseases <input type="checkbox"/> Concurrent <input type="checkbox"/> Crisis respite <input type="checkbox"/> Cruelty to animals <input type="checkbox"/> Delinquency history	<input type="checkbox"/> Depression <input checked="" type="checkbox"/> Developmental delays <input type="checkbox"/> Drug affected infant <input type="checkbox"/> Emergency placements <input type="checkbox"/> Emotionally abused <input type="checkbox"/> Enuresis/Encopresis <input type="checkbox"/> Fire setting <input type="checkbox"/> Food/Eating issues <input type="checkbox"/> Gang involved <input type="checkbox"/> History of making false allegations <input type="checkbox"/> History of running away <input type="checkbox"/> Hyperactivity <input type="checkbox"/> Infant <input type="checkbox"/> LGBTQ <input type="checkbox"/> Legal risk <input type="checkbox"/> Limited life expectancy	<input type="checkbox"/> Medically needy/fragile/complex <input checked="" type="checkbox"/> Mental health issues <input type="checkbox"/> Neglected <input checked="" type="checkbox"/> Personal care needs <input checked="" type="checkbox"/> Physically abused <input type="checkbox"/> Physically aggressive <input type="checkbox"/> Pregnant/parenting <input type="checkbox"/> Previous foster family contact post-adoption <input type="checkbox"/> Psychiatric hospitalization history <input type="checkbox"/> Psychotic <input type="checkbox"/> Requires oxygen <input type="checkbox"/> Requires Smoke and pet dander free home <input type="checkbox"/> Requires special diet <input type="checkbox"/> Ritually abused <input type="checkbox"/> Self-injurious <input type="checkbox"/> Severe respiratory problems	<input type="checkbox"/> Sexual behaviors <input type="checkbox"/> Sexually abused <input type="checkbox"/> Sibling group <input type="checkbox"/> Significant asthma or allergies <input type="checkbox"/> Significant hearing loss or is deaf <input type="checkbox"/> Significant impaired vision or blind <input checked="" type="checkbox"/> Sleeping issues <input type="checkbox"/> Suicide/self-homicidal <input type="checkbox"/> Supervised family interaction <input type="checkbox"/> Teens <input type="checkbox"/> Transports long distance <input type="checkbox"/> Wheelchair accessible <input type="checkbox"/> Witness to violence community or family <input type="checkbox"/> Works closely with birth parents
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- The fifth tab on the Permanency Exploration and Child Recruitment page is the 'Adoption Matching' tab. This tab allows workers to document each time a 'Child Description for Adoption Recruitment' is distributed, the results of sending the Child Description, each time a home study is received in response, and the details of each Child Presentation Meeting that occurs as a result of a child's photolisting, video recruitment, or 'Child Description for Adoption Recruitment' being distributed.

Initially, the 'Adoption Matching' group box only contains static text instructions and an 'Insert' button. To add a row to document the results of the adoption matching efforts, click on the 'Insert' button. The following fields will then display on the page:

The screenshot shows the eWiSACWIS interface with the 'Adoption Matching' tab selected. The form includes a 'Basic Information' section with fields for Child Name, Gender, DOB, Race, Age, Ethnicity, and Level of Need. Below this is a navigation bar with tabs for General, Child-Centered Exploration, Family Find and Engagement, Recruitment, and Adoption Matching. The Adoption Matching tab is active, displaying a form for documenting adoption matching efforts. The form includes a 'Date Child Description sent on listserve' field, a table for recording matching efforts, and an 'Insert' button.

Prospective Provider Name	Date Home Study Received	Adoptive Worker	Result	Result Narrative
<a href="#">Search</a>	00/00/0000	<a href="#">Search</a>	<div></div>	<div></div>

- Date Child Description sent on listserve:** User-entered date field.
- Prospective Provider Name:** The name of the prospective provider. Clicking on the hyperlink for the name of the provider launches the Home Provider page in view mode.
- Search hyperlink:** Clicking on the hyperlink launches the Provider Search page where the prospective provider can be searched and selected. This hyperlink only displays when the page is accessed in edit mode.
- Date Home Study Received:** User-entered date field.
- Adoption Worker:** The name of the adoption worker.
- Search hyperlink:** Clicking on the hyperlink launches the Worker Search page where the adoption worker can be searched and selected.
- Result:** Dropdown where the user can select the result of sending the Child Description. The values are: Possible Match – meeting set, Possible Match – No meeting set, and Not a Match
- Result Narrative:** Narrative field to record further detail about the results. This field is required when 'Possible Match – No meeting set' is selected from the 'Result' dropdown. This field has a 10,000 character limit.

- **Delete hyperlink:** The ‘Delete’ hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink deletes the associated row.
- **Insert button:** Clicking on the ‘Insert’ button inserts a new row in the associated group box.

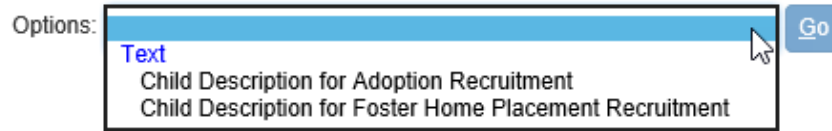
Initially, the ‘Child Presentation Meetings’ group box also only contains static text instructions and an ‘Insert’ button. To add a row to document the results of the meeting(s), click on the ‘Insert’ button. The following fields will then display on the page:

- **Meeting Date:** User-entered date field.
- **Prospective Provider:** The name of the prospective provider. Clicking on the hyperlink for the name of the provider launches the Home Provider page in view mode.
- **Search hyperlink:** Clicking on the hyperlink launches the Provider Search page where the prospective provider can be searched and selected. This hyperlink only displays when the page is accessed in edit mode.
- **Attendee:** The name of the attendee.
- **Search hyperlink:** Clicking on the hyperlink launches the Person Search page where the attendee can be searched and selected. This hyperlink only displays when the page is accessed in edit mode.
- **Role:** Dropdown where the worker can select the role of each attendee at the meeting. Defaults to blank. The values are:
  - Current/Former Foster Parent
  - Foster Care Coordinator
  - Ongoing Social Worker
  - Other
  - Prospective Family
  - Public Adoption Worker
  - State Permanency Consultant
  - TFC Worker
  - Tribal Worker
  - Treatment/Service Provider
- **Delete hyperlink:** The ‘Delete’ hyperlink will display when a row has been inserted on the page. Clicking on the hyperlink deletes the associated row.
- **Insert button:** Clicking on the ‘Insert’ button inserts a new row in the associated group box.
- **Result:** Dropdown where the worker can select the result of the meeting. Defaults to blank. The values are:
  - Child placed prior to meeting
  - Need more information
  - No placement, agency declined
  - No placement, family declined
  - Planning Placement

- **Explanation:** Narrative field to record further detail about the results. Required field. This field has a 10,000 character limit.

10. There are two templates in the 'Options' dropdown at the bottom left-hand side of the page:

- Child Description for Adoption Recruitment
- Child Description for Foster Home Placement Recruitment



When either value is selected, the Recruitment Forms page opens. The group box header on the page will reflect the name of the template that was selected from the Options dropdown. The following fields are on the page:

Date Created	Created By	Finalized	Date Finalized	Finalized By	
08/02/2019	Caitlin M. Cake, IV	<input checked="" type="checkbox"/>	08/02/2019	Caitlin M. Cake, IV	<a href="#">View</a>

- **Date Created:** Prefills with the date the row was inserted on the page.
- **Created By:** Prefills with the name of the worker who created the template.
- **Finalized checkbox:** When the row is initially inserted, the 'Finalized' checkbox is disabled. The checkbox becomes enabled once the page is saved. Checking the checkbox and saving the page will freeze/disable the checkbox. Upon save, the system will display the following message: "Finalizing and saving the page will freeze the data for the template. Do you want to continue?"

Confirmation

Finalizing and saving the page will freeze the data for the template. Do you want to continue?

Yes No

- Launching the template prior to selecting the 'Finalized' checkbox will refresh the data in the template, populating it with the current information from the Permanency Exploration and Child Recruitment page.
  - Launching the template after selecting the 'Finalized' checkbox will retain the data in the template from the last time it was launched prior to finalizing.
- **Date Finalized:** Prefills with the date the 'Finalized' checkbox was selected and the page was saved.
  - **Finalized By:** Prefills with the name of the worker who checked the 'Finalized' checkbox and saved the page.
  - **Edit/View hyperlink:** Clicking on the hyperlink launches the associated template to edit, view and/or print.
  - **Delete hyperlink:** Clicking on the hyperlink deletes the associated template. The hyperlink will not appear if the page is opened in view mode or if the 'Finalized' checkbox has been selected and the page has been saved.
  - **Insert button:** Clicking on the 'Insert' button inserts a new row for the associated template. The button is disabled if the page is opened in view mode or if a row already exists where the 'Finalized' checkbox has not been selected and the page saved.